



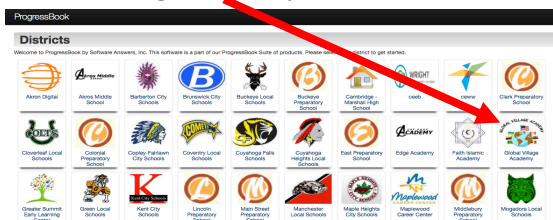
# ProgressBook Parent Access

## Instructions to create a NEW account

- If you ALREADY have an account and need to add another child, see the document “Adding a Student to Account.”
- Before you begin, you must have your one-time **REGISTRATION KEY** from the school office.

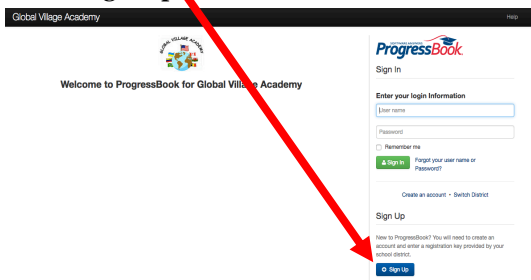
### Step 1:

Go to <https://pa.neonet.org> select **Global Village Academy** from the list



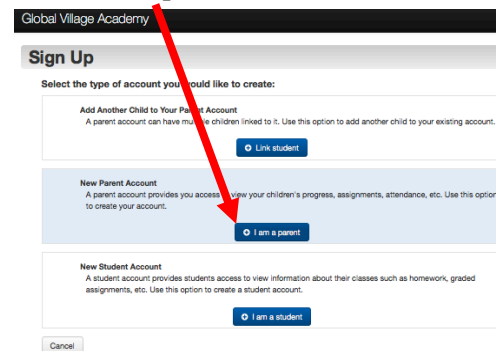
### Step 2:

Click **Sign Up**



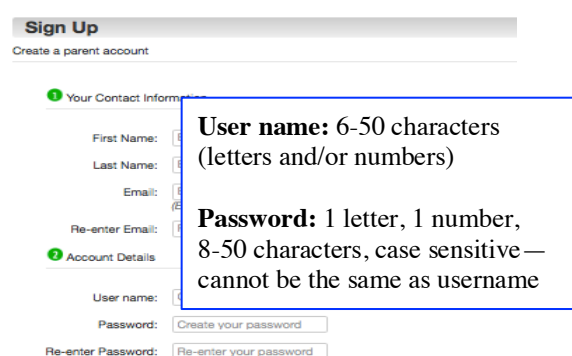
### Step 3:

Click **I am a parent**



### Step 4:

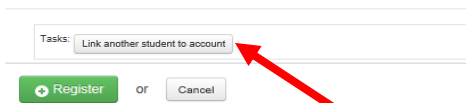
Enter Parent Information



### Step 5:

Enter Student Information

#### 3 Link Students to Account



#### OPTIONAL:

If you have more than one student, click **Link another student to account**. Each child you link needs a different Registration Key

### Step 6:

Click the green **Register** button to complete the process

## TROUBLESHOOTING

**Password & Username:** You must obtain each child's unique Registration Key from GVA. **The key is only good for one-time use.** If key isn't working, you may have logged-in before.

If you can't access your account **after** you have registered, return to <https://pa.neonet.org/district> and click **Forgot your user name or password**. The school cannot see your password.

- **Forgot my password** requires you to enter your username. A password reset link will be emailed to you. You have 30 minutes to activate this link or you'll have to go through the process again.

- **Forgot my user name** requires your email address. The user name is sent to your email.

**Locked Accounts:** Accounts will lock after 10 failed attempts to log-in. You must wait 10 minutes to try again.